



DEPARTMENT OF ASSESSMENTS

eLISTING

How to use eListing to conveniently and quickly file your personal property listing online.



To navigate the slide show, use the arrow keys on your keyboard.



Discover the benefits of electronic filing...

1. Available 24 hours a day.
2. Fast, convenient and secure.
3. Improved account accuracy.
4. Save postage and avoid your listing getting delayed or lost in the mail.
5. Instant receipt notification.



Table of Contents

- To exit the slide show, hit the Esc key.
- To print the eListing Tutorial, exit the slide show and right click on the link.
- To move directly to a topic rather than seeing the entire slide show, right click and select Full Screen. Right click again and select Go To Slide and click on the slide you wish to view.

- | | |
|------------------------------------|---|
| 1. Title | 16. (cont)-Deleting Users |
| 2. Discover the Benefits | 17. Accessing & Navigating in an Account |
| 3. Table of Contents | 18. Account Information |
| 4. The eListing Homepage | 19. Mailing Address & Contact Info |
| 5. Register for eListing | 20. Exemptions |
| 6. Logging In | 21. Supplies |
| 7. Getting a New Password | 22. Owned Assets - Adding New Assets |
| 8. User Account Profile | 23. (cont)-Editing/Deleting |
| 9. Adding Account Access | 24. Leasehold Improvements-Adding/Editing |
| 10. Updating Contact Info | 25. (cont)-Owned Real Property |
| 11. Change Your Password | 26. Leased Property-Adding/Editing Lessor |
| 12. Update/Add Users | 27. (cont)-Adding/Editing/Deleting Assets |
| 13. (cont)-Create New User | 28. Verifying/Submitting Current Year Listing |
| 14. (cont)-Add Existing Users | 29. Confirmation |
| 15. (cont)-Change User Permissions | 30. Reactivation of Account After Submittal |

The eListing Homepage

King County Home News Services Comments Search

Department of
Assessments

eListing Home

In Washington State, business personal property is assessed for tax purposes. State law requires that property used in a business on January 1 be reported in that year to the assessor of the county in which the property is located for assessment purposes. eListing is an online application for reporting this information. In order to file a listing using eListing, business owners will need to setup a login account and obtain an access code for each of their business accounts.

[eListing Tutorial](#) *Please view tutorial prior to e-filing (2,945 KB, MS PowerPoint)*

[Click for eListing instructions](#) **1**

[Click here to register for eListing](#) **2**

[Click here to log in to eListing](#) **3**

Deadline for reporting is April 30 (RCW 84.40.040 and WAC 458.12.060). Not reporting this information by April 30 will result in a penalty being added to the tax amount billed. The penalty is five percent of the tax due, per month, not to exceed twenty-five percent (RCW 84.40.130).

In Washington State, business personal property refers to assets used in a business, not property used only for personal use. Typically, personal property is movable. Examples of personal property are: desks, file cabinets, computers, etc. used by a business.

To assess personal property, each asset's description, acquisition year and cost must be provided in the appropriate eListing section. Total purchase cost of assets is needed, excluding sales tax. Total purchase cost of an item includes all costs associated with making the property operational; for example, installation, freight and engineering charges. Include the value of any trade-in in the purchase cost - EXCLUDE SALES TAX.

Reported purchase costs of personal property are used to calculate the property's assessed value. Property owners are mailed a Personal Property Valuation notice once the assessment is made. It shows the assessed value that will be used to calculate taxes due the following year. If you believe the assessed value shown is incorrect, please contact this office. Our appraisers are available to review the assessment and to process needed changes.

4

Department of Assessments, Personal Property Section
206-296-5126 or 1-800-325-6165 extension 6-5126

An appeal can be initiated if the assessment is believed to be incorrect or excessive. Appeals must be filed with the county's Board of Equalization by July 1 of the year in which the assessment is made. Or, no later than 60 days after the notice is mailed - whichever date is later (WAC 458.141.058). Appeals filed after these due dates will not be accepted. Appeal deadline is shown on the Valuation Notice.

The assessed value on the Valuation Notice will be used to produce a personal property tax bill. It will be mailed and is payable the following year.

1. Click here for a thorough set of instructions.
2. First time users must register before using eListing.
3. After you've registered, you'll log in from here.
4. Personal Property contact numbers.

Register for eListing

eListing Contact Information

Enter your name, phone number, address and click Next.

Last Name *

First Name *

Middle Initial

Phone *

Address *

City *

State *

Zip *

Fields with asterisk (*) are required.

1

2

1. Fields with asterisks are required.

2. After filling out the requested info, click Next.

eListing User Name and Password

Enter a user name and password. Enter an email address. Create your security question and answer. **You will need to know your security question and answer when you forget your password.**

User Name *

Password * **3**

Minimum length required is 8.

Confirm Password *

E-mail *

If you are entering more than 1 email address, be sure to use a semicolon (;) to separate them.

Security Question *

Security Answer *

Fields with asterisk (*) are required.

4

5

3. Create a User Name, Password (must be 8 characters or more) and provide an email address.

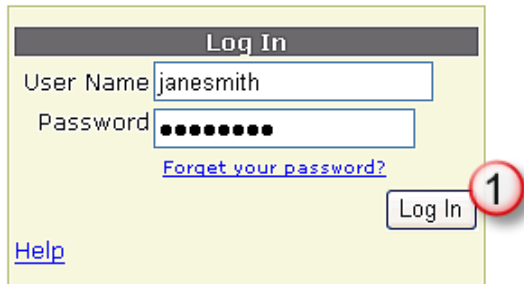
4. Select a Security Question from the drop down menu.

5. After answering the question, click the Create User button.

Logging In

eListing

King County has created this web application in the interest of simplifying personal property filing for the public in a convenient and easily accessible manner. Before you use this application, please read the Disclaimer below.



The screenshot shows a web form titled "Log In". It contains two input fields: "User Name" with the text "janesmith" and "Password" with masked characters. Below the password field is a blue link that says "Forget your password?". To the right of the password field is a "Log In" button. A red circle with the number "1" is placed over the "Log In" button. In the bottom left corner, there is a blue link that says "Help".

[Register for eListing](#)

[eListing Home Page](#)

1. Fill in your User Name & Password that you created when registering and then click the Log In button.

2. If you forgot your password, click the link under the Password field.

eListing

King County has created this web application in the interest of simplifying personal property filing for the public in a convenient and easily accessible manner. Before you use this application, please read the Disclaimer below.



The screenshot shows the same "Log In" form as before. The "User Name" field still contains "janesmith". The "Password" field is now empty and has a large red question mark over it. The "Forget your password?" link is now highlighted with a mouse cursor. A red circle with the number "2" is placed over the "Forget your password?" link. The "Log In" button and the "Help" link are still present.

[Register for eListing](#)

[eListing Home Page](#)

Getting a new Password

1. After filling in your User Name, click Next.

2. Answer the security question.

3. Create and confirm your new Password.

4. Click the Submit button.

5. Click the [Return to eListing Home Page](#) to Log In again with your new Password.

Forget Your Password?

Enter your User Name.

User Name 1

Identity Confirmation

Answer the following question to reset your password. This is the security question and answer you provided when you registered to eListing.

User Name janesmith

Question Where were you born? 2

Answer 2

New Password 3

Minimum length required is 8. 3

Confirm New Password 3

4

[Return to eListing Home Page](#) 5

New password created.

User Account Profile

eListing User Account Profile

You are logged into King County eListing as janesmith. [Logout](#)

[Return to eListing Home Page](#)

[Add Account Access](#) [Update My Contact Info](#) [Change My Password](#) [Update/Add Users](#)

You have access to the following personal property accounts. Click on the account you wish to view.

Account Number	Account Name	Date Filed	Assessment Year	Link To Assessed Value Page
19561729	SMALLTOWN CLEANERS		2010	Go To Assessed Value Page
19571728	SMALLTOWN VIDEOS		2010	Go To Assessed Value Page

1. Confirms that you are logged in with your username.
2. These buttons allow you to modify your Account Profile.
3. All accounts that you have access to currently are listed here.

Adding Account Access

eListing User Account Profile

You are logged into King County eListing as janesmith. [Logout](#)

[Return to eListing Home Page](#)

1

2 You have no access to personal property account at this point. Click the "Add Account Access" button to add access to your personal property account. The access code is printed next to the account number located on the upper left portion of the printed listing form.

1. Add access to an account by clicking this button.

2. After you've added access to an account, it will show up here.

3. Enter your account number and access code (found on your listing form).

4. And click Submit.

Add Account Access

You are logged into eListing as janesmith. [Logout](#)

[Return to eListing User Account Profile Page](#)

Enter your business personal property account and access code.

Account Number: **3**

Access Code:

4

Updating Contact Info

eListing User Account Profile

You are logged into King County eListing as janesmith. [Logout](#)

[Return to eListing Home Page](#)

1

[Add Account Access](#) [Update My Contact Info](#) [Change My Password](#) [Update/Add Users](#)

Click this button to update your email address and phone number.

You have access to the following personal property accounts. Click on the account you wish to view.

Account Number	Account Name	Date Filed	Assessment Year	Link To Assessed Value Page
19561729	SMALLTOWN CLEANERS		2010	Go To Assessed Value Page
19571728	SMALLTOWN VIDEOS		2010	Go To Assessed Value Page

You are logged into King County eListing as janesmith. [Logout](#)

[Return to eListing User Account Profile Page](#)

Update My Contact Information

Email Address

Phone

[Submit](#)

2

1. To update contact information, click this button.

2. Update the information and click the Submit button.

Change Your Password

You are logged into King County eListing as janesmith. [Logout](#)

[Return to eListing Home Page](#)

1

Add Account Access

Update My Contact Info

Change My Password

Update/Add Users

You have access to the following personal property accounts. Click on the account you wish to view.

Account Number	Account Name	Date Filed	Assessment Year	Link To Assessment Page
19561729	SMALLTOWN CLEANERS		2010	

You are logged into King County eListing as janesmith.

Change Your Password

Password

New Password

Minimum length required is 8.

Confirm New Password

2

Change Password

Cancel

1. To change your password, click this button.

2. Update the information and click the Change Password button.

Update/Add Users



This feature allows you to give access to one or multiple users for each of your accounts. Those users may then view and/or update account data. It is ***your*** responsibility as a business owner to keep the account users updated.

You are logged into King County eListing as janesmith. [Logout](#)

[Return to eListing Home Page](#)

[Add Account Access](#) [Update My Contact Info](#) [Change My Password](#) [Update/Add Users](#)

You have access to the following personal property accounts. Click on the account you wish to view.

Account Number	Account Name	Date Filed	Assessment Year	Link To Asse Page
19561729	SMALLTOWN CLEANERS		2010	

1. Click the Update/Add Users button to:
 - Create new user names & passwords
 - Grant account permissions to existing user names
 - Change permissions for current users
 - Delete user names that you no longer wish to have access to an account

Update/Add Users (cont.) - Create New User

TO ALLOW an existing user to access an account that you manage, enter the user name, select the business account number and permission level, and then click Grant Access.

User Name

Business Account

Permission Level

[TO CREATE a new user name, click here.](#)

1

1. Click to add a new user.

2. Create a User Name and Password (8 characters +). Confirm Password.

3. Select and answer a security question.

4. Click the Create User button. Make sure to send the User Name, Password and Security Question to the new user.

Create new user account

You are about to setup a user name and password for a new user. After successfully creating the account, please provide the new user with the user name, password, security question, and security answer. The information will be needed for them to access the account, and to request and/or change the user's password.

User Name

Password

Confirm Password

E-mail

This is the new user's email address. If you don't know the email address, the user should update it after accessing eListing.

Security Question

Security Answer

2

3

4

Update/Add Users (*cont.*) – Add Existing Users

TO ALLOW an **existing user** to access an account that you manage, enter the user name, select the business account number and permission level, and then click Grant Access.

User Name 1

Business Account 2

Permission Level 3

[TO CREATE a new user](#)

Grant Access 4

1. Fill in an **existing** User Name.
2. Select the Business Account you wish to give them access to.
3. Select the Permission Level – either View (only) or Modify.
4. Click the Grant Access button.
5. The User Names that have access to your managed accounts will show up below.

Business Account

Permission Level

[TO CREATE a new user name, click here.](#)

TO CHANGE a permission level, select the user name, set the access level, click Save Permission Changes.

Delete Selected Users

User Name	Delete
Select johnsmithaccountant	<input type="checkbox"/>
Select marysmithmother	<input type="checkbox"/>

Update/Add Users (cont.) – Change User Permissions

TO CHANGE a permission level, select the user name, set the access level on the right hand side of the screen, and click Save Permission Changes.

The screenshot shows a web interface for managing user permissions. It includes a 'Delete Selected Users' button, a table of users with 'Select' links and checkboxes, and a table of permissions for a selected user. A green arrow points from step 1 to step 2.

1. Select a User Name.

TO CHANGE a permission level, select the user name, set the access level on the right hand side of the screen, and click Save Permission Changes.

2. Change permissions by checking either View or Modify Account Information for each account number. If you do not want this user to have access to an account, make sure neither View nor Modify are checked.

3. Click Save Permission Changes to update user permissions.

Delete Selected Users		
User Name	Delete	
Select johnsmithaccountant	<input type="checkbox"/>	
Select marysmithmother	<input type="checkbox"/>	

Delete Selected Users		
User Name	Delete	
Select johnsmithaccountant	<input type="checkbox"/>	
Select marysmithmother	<input type="checkbox"/>	

marysmithmother

Save Permission Changes		
Account Number	View Account Information	Modify Account Information
19561729	<input checked="" type="checkbox"/>	<input type="checkbox"/>
19571728	<input checked="" type="checkbox"/>	<input type="checkbox"/>

1. Select a User Name.
2. Change permissions by checking either View or Modify Account Information for each account number. If you do not want this user to have access to an account, make sure neither View nor Modify are checked.
3. Click Save Permission Changes to update user permissions.

Update/Add Users (cont.) – Deleting Users



Remember, it is ***your*** responsibility as a business owner to delete any and all users you do not wish to have access to your account. For example, if you change accountants, ***you*** must update user permissions.

1. Check the box to the right of any user you wish to delete.
2. Click the Delete Selected Users button.
3. Afterwards you will notice the deleted user is not listed and no longer has access.

The screenshot illustrates the process of deleting a user in three steps:

- Step 1:** A table with two columns: "User Name" and "Delete". The first row is "Select johnsmithaccountant" with a checked checkbox. The second row is "Select marysmithmother" with an unchecked checkbox. A red circle with the number "1" is next to the first row's checkbox.
- Step 2:** A button labeled "Delete Selected Users" is highlighted. A red circle with the number "2" is next to the button. A green arrow points from the button to the next screenshot.
- Step 3:** The same table is shown, but the first row ("Select johnsmithaccountant") has been removed. Only the second row ("Select marysmithmother") remains. A red circle with the number "3" is next to the button.

Accessing and Navigating in an Account

eListing User Account Profile

You are logged into King County eListing as janesmith. [Logout](#)

[Return to eListing Home Page](#)

[Add Account Access](#) [Update My Contact Info](#) [Change My Password](#) [Update/Add U](#)

You have access to the following personal property accounts. Click on the account you wish to access.

Account Number	Account Name	Date Filed	Assessment Year	Link
19561729	SMALLTOWN CLEANERS	2010	2010	Go To Account
19571728	SMALLTOWN VIDEOS	2010	2010	Go To Account

Account Number: 19561729
Status: Taxpayer Modifying Date: 12/20/2009 12:37:00 PM

Account

Fields with asterisk (*) are required.

Owner Name * SMALLTOWN CLEANERS
Business Name * SMALLTOWN CLEANERS

Physical Location

Street Number * 1000 Number Suffix * Direction Prefix * Street Name * 1ST Street Type * ST Direction Suffix * Sub/Room#

City * SEATTLE State * WA Zip *

Levy Code 0010

UBT Number

NAICS Number 812320 Drycleaning and Laundry Services (except Coin-Operated)

Business Type * SOLE PROPRIETOR

City / State / Zip

Disposition of Assets

Next

1. Access an account by clicking on its link.
2. Go directly to any section of the account by clicking the appropriate link in the blue column along the left side.
3. To work sequentially through the eListing, click the Next button at the bottom right corner of each page.

Account Information

Account Information

Account Number: 10000-228
 Metro Taxpayer: 14484848, Date: 12/20/2009 10:00 AM

Account

Fields with asterisk (*) are required

Taxpayer Name * SMALLTOWN, EMERSE **1**

Business Name * SMALLTOWN, CLASHERS

Physical Location

Street Number * Street Direction * Street Name * Street Type * Sub-Street

1000 N 1ST ST SE **2**

City * SEATTLE State * ZIP *

State of origin (For Corporations and also Other (S/L))

Save

Business Sale

Complete this section if the business is sold. Provide information about sale of the business as requested.

Date Sold (month/year) New Taxpayer Name

Business Address * Street Number * Street Direction * Street Name * Street Type * Sub-Street

City * State * ZIP * Country

Method of Transfer

Sale Information: ☐ Liquidated ☐ Inventory ☐ Building ☐ Personal Assets ☐ Other

4

Save

Business Closed or Moved Out of King County

Complete this section if the business is no longer operating or has moved to another county.

Date Business Closed (month/year) Date Moved (month/year)

Address of assets if in storage

City / State / Zip

Disposition of assets

5

Save

1. Change any account info that needs to be updated.
2. If the **business moved** *within* King County, fill out this area and make sure to provide the date of the move.
3. If the **business sold**, fill out all requested information *and...*
4. ...don't forget to send or email copies of documents to the Assessor's Office.
5. If the **business closed** or **moved out of King County**, fill in this area. Make sure to include the disposition of assets.

Mailing Address & Contact Info

Account Number: 19561729
Status: Taxpayer Modifying Date: 12/28/2009 12:37:00 PM

Mailing Address

Fields with asterisk () are required.*

Address Name *

Attention To

Street Number * Number Suffix Direction Prefix * Street Type * Direction Suffix * Apt/Suite Number

City * State *

Country Zip Code *

Contact Information

Contact Name *

E-Mail Address *

Work Phone *

Home Phone

Cell Phone

Toll-Free Phone

FAX

Save

1. Keep the taxpayer name and mailing address updated so you receive all mailings from the Assessor's Office promptly.
2. The name and contact info of the person who should be contacted with any questions regarding the listing.

Exemptions

Account Number: 19561729
Status: Listing ready for review Date: 12/9/2008 2:49:00 PM

Exemptions

Head of Family Exemption - must be applied for annually
This \$15,000 exemption applies to sole proprietors who qualify, and only one exemption per year is allowed ([RCW 84.36.110](#)). You are eligible for this exemption if you are a sole proprietor not currently receiving this exemption on another personal property account and meet one of the following qualifications:

1. Living with a spouse or dependent
2. A US citizen over the age of 65 residing in Washington State, continuously for 10 years
3. Surviving spouse, not married

☐ Yes
☒ No

Farm Machinery and Equipment Exemption
[RCW 84.36.630](#) exempts qualifying farming machinery and equipment from state property tax. It declares that all machinery and equipment owned by a farmer that is personal property is exempt from property taxes levied for any state purpose if the items are used exclusively in growing and producing agricultural products during the calendar year for which the claim for exemption is made. To qualify, farm machinery and equipment must be used exclusively in growing and producing agricultural products.

☐ **Check here to apply for this exemption.**
You will also need to fill out a [Qualification Questionnaire](#) and send to:

2

Department of Assessments
Personal Property Section
500 4th Ave Room 817
Seattle WA 98104-2384

Or fax to (206) 296-0107.

Or e-mail to Personal.Property@KingCounty.gov.

3

Save
Previous Next

1. Head of Family is for qualifying Sole Proprietors **ONLY**.

2. Check the box if you qualify for the Farm exemption **and...**

3. ...Click on the [Qualification Questionnaire](#) link and send the completed form to the address listed.

Supplies

Account Number: 19561729
Status: Taxpayer Modifying Date: 12/28/2009 12:37:00 PM

Supplies, Materials and Other Expensed Items

Please Provide the cost of items which do not become ingredients or components of articles for sale. Examples are: office, shop, janitorial or medical supplies, brochures and promotional items, fuel, spare parts and expensed small tools. For research companies, this would include all raw materials and supplies used in your research. (Software, furniture, fixtures and other items you may have expensed but have a life of more than one year are to be reported under the business property section of the return.) **Divide yearly supply cost by 12 and report that amount below.**

Monthly average supply cost * 1

Fields with asterisk () are required.*

[Save](#) [Previous](#) [Next](#)

1. Remember that this is a *monthly* average. Determine your yearly cost for supplies and divide by 12. Report that figure here.

Owned Assets - Adding New Assets

Account Number: 19561729
Status: Listing ready for review Date: 12/9/2008 2:49:00 PM

Owned Assets

Owned Business Assets
A list of owned business property previously reported appears below. If this is the first time you've filed, this section will be blank and needs to be completed. Please revise previously reported property by entering the appropriate change reason. Select the reason that best describes the change. Also indicate each asset's revised cost. Continue to include assets fully depreciated in your accounting records. Delete assets no longer existing in the business or located in the county. Also list property not previously reported. For these items, provide a category code, the year asset was acquired, and its cost. Report assets at 100% of cost, before trade-in allowance. Include installation, freight and engineering charges. EXCLUDE SALES TAX. Do not list vehicles licensed if used and designated primarily to be on public streets or highways. Do not calculate depreciation.

Do not list canned software over two years old or custom software. These assets have been removed from your listing.

Fields with asterisk (*) are required.

[Asset Category Codes \(.PDF\)](#)

Category * 374: Sewing Equipment 1

Provide unit quantity for laser discs, game cartridges, video tapes and DVDs 5

Year Acquired * 2011 2 Original Cost * 1725 3 Reason * New Item 4

Owned Business Assets

Command	Date Modified	Category	Year Acquired	Original Cost	Revised Original Cost	Change Reason	Delete Selected Items
6 <input type="button" value="Edit"/>	1/11/2011 2:28:00 PM	Sewing Equipment	2006	750		Purchased from lessor	<input type="checkbox"/>

Special Assets
(Laser discs, game cartridges, video games, DVDs, title plants, billboards and poster)

1. Use the drop down menu to select an appropriate category code.
2. Add the acquisition year and purchase cost (excluding sales tax) of the asset.
3. Select a reason from the drop down menu.
4. After adding each new asset info, make sure to click on Add New Owned Asset.

5. If you have rental discs, videos or game cartridges, enter the quantity in addition to the asset info above and then click Add New Owned Asset.
6. Once a new asset has been added, it will appear below as an existing asset under Owned Business Assets.

Owned Assets - Editing/Deleting Existing Assets

374: Sewing Equipment 2009 1/2/20 New Item/Leasehold

Provide **unit quantity** for laser discs, game cartridges, video tapes and DVDs

Owned Business Assets

Command	Date Modified	Category	Year Acquired
Edit 1	12/28/2009 11:20:00 AM	Sewing Equipment	2006
Edit	12/28/2009 11:18:00 AM	Point of Sale Computer Systems (POS)	2009
Edit	12/28/2009 11:18:00 AM	F & F Retail/Trade	2009

cartridges, video tapes and DVDs

Owned Business Assets

Sort assets by clicking any column heading.

Command	Date Modified	Category	Year Acquired	Original Cost	Revised Original Cost	Change Reason	Delete Selected Items
Save 3 Cancel	12/28/2009 11:20:00 AM	374: Sewing Equipment	2006	750	1542	Transferred In/Out	<input type="checkbox"/> 4
Edit	12/28/2009 11:18:00 AM	Point of Sale Computer System (POS)	2009	2015		New Item/Leasehold	<input type="checkbox"/>

1. Click [Edit](#) next to the asset you wish to edit.
2. Make any needed changes.
3. Click [Save](#) to save changes or [Cancel](#) if you wish to undo the action.
4. If you no longer have the asset, check the delete box to the right of the asset and click the Delete Selected Items button.

Leasehold/Tenant Improvements - Adding/Editing

Leasehold/Tenant Improvements

Leasehold/tenant improvements are improvements made to leased space for the purpose of conducting business and can be immobile in nature. If you are filing for the first time or have not reported this type of asset before, this section will be blank and should be completed if Leasehold/tenant improvements were made. If you have previously reported leasehold/tenant improvement then a list of the assets appear below. Please revise the list by entering the appropriate reason from those shown below. Use the reason that best describes the change. Do not report Real Property.

Does the personal property taxpayer own the building where the leasehold improvements are located?

☐ Yes

☒ No

Fields with asterisk (*) are required.

Category

Leasehold/Tenant Improvement

Year
Acquired *

Cost *

Reason *

Select a reason

Clear

Add New Leasehold/Tenant Improvement

Command	Date Modified	Category	Year Acquired	Original Cost	Revised Original Cost	Change Reason	Delete Selected Items
Edit	12/28/2009 11:49:00 AM	Leasehold Improvements	2009	1750		New Item/Leasehold Improvement	<input type="checkbox"/>

1. Select Yes or No to show whether you own the real property. If you do *not*, continue with the instructions on this page. If you *do*, see the next screen in the eListing Tutorial.

2. Add acquisition year, cost (including sales tax) and reason.

3. Click the Add New Leasehold/Tenant Improvement button.

4. Edit/Delete existing Leasehold/Tenant Improvement assets the same as Owned Assets by either clicking [Edit](#), updating the info and then clicking [Save](#) or if you no longer have the asset, check the delete box to the right of the asset and the Delete Selected Items button.

Leasehold/Tenant Improvements - Owned Real Property

Leasehold/Tenant Improvements

Leasehold/tenant improvements are improvements made to leased space for the purpose of conducting business and can be immobile in nature. If you are filing for the first time or have not reported this type of asset before, this section will be blank and should be completed if Leasehold/tenant improvements were made. If you have previously reported leasehold/tenant improvement then a list of the assets appear below. Please revise the list by entering the appropriate reason from those shown below. Use the reason that best describes the change. Do not report Real Property.

Does the personal property taxpayer own the building where the leasehold improvements are located?

☒ Yes

☐ No

10-digit Parcel Number

Save

[Parcel Viewer](#)



2

1

1. If you selected Yes, indicating that you own the real property where the improvements are located, you will see this screen. Simply enter your 10 digit Real Property Parcel Number and click Save.
2. You may click on the Parcel Viewer link to go to a King County website to search for your parcel number if you need to.

Leased Property - Adding/Editing Lessor Info

Leased Property

Report all items leased, rented, or on loan from others. Do not list leased vehicles. Selling Price is the retail price at start of lease, excluding sales tax, but including

Leased property can be reported via eListing or by sending a spreadsheet to

Fields with asterisk (*) are required.

[Add/Revise Lessor](#)

1

Lease ID*

Description

Clear

Add New Leased

Add/Revise Leasing Company

You are logged into King County eListing as janesmith.

[Logout](#)

[Return to 19561729 Leased Property page.](#)

To add a leasing company, enter company name and address in fields provided below and click "Submit Add/Revise".

To update a leasing company, select the company name from the **Lessor** drop-down list below, make changes to information provided and click "Submit Add/Revise". To delete a leasing company, select the company name from the **Lessor** drop-down list and click "Delete Leasing Company".

Lessor

4

Delete Leasing Company

5

Leasing Company

2

Address

City

State

Zip

Clear

Submit Add/Revise

3

1. First, click here to add the Lessor name.
2. Add all requested Lessor information.
3. Click the Submit Add/Revise button.
4. To edit information for an *existing* Lessor, use the drop down menu to select a Lessor. Make necessary changes and click the Submit Add/Revise button.
5. To delete an existing Lessor, select the Lessor and click the Delete Leasing Company button.

Leased Property - Adding/Editing/Deleting Assets

- 1. Add** Leased Property by selecting a Lessor from the drop down menu.
- 2.** Fill out all requested information.
- 3.** Click the Add New Leased Property button.
- 4. Edit** Leased Property by clicking [Edit](#), updating the asset info, then clicking [Save](#) in the same manner as with Owned Property and Leasehold Improvements.
- 5. Delete** Leased Property by checking the Delete Box to the right of the asset and then clicking the Delete Selected Items button.

Leased Property

Report all items leased, rented, or on loan from others. Do not list leased vehicles licensed for use on public streets or highways. Selling Price is the retail price at start of lease, excluding sales tax, but including transportation and installation cost.

Leased property can be reported via eListing or by sending a spreadsheet to Personal.Property@KingCounty.Gov.

Fields with asterisk () are required.*

[Add/Revise Lessor](#) **1** Lease ID* **2** Description* **2** Selling Price

We've Got It All small sewing equipment

3

4	4	4	4	4	4	4
Con	Date Modified	Lease ID	Description	Selling Price	Lessor	Delete Selected Items
Edit	12/28/2009 12:14:00 PM	876543	sewing machine	2750	We've Got It All	<input type="checkbox"/> 5

Verifying & Submitting Current Year Listing

Verify

Please review your changes below. You can navigate to the sections that need change by using the left side bar. You may submit your listing to the Assessor's office for processing by checking the Verify checkbox and clicking on the finish button at the bottom of this page.

ACCOUNT INFORMATION	
Taxpayer Name	SMALLTOWN CLEANERS
Business Name	SMALLTOWN CLEANERS
Physical Location	1000 1ST ST SEATTLE WA
Date Moved Within King County	
Levy Code	0010
UBI Number	
NAICS Number	812320: Drycleaning and Laundry Services (except Coin-Operated)
Business Type	SOLE PROPRIETOR
State of Incorp	

F.Y.	Trade	2008	2009	2010	Added In/Out
Fax Machines (Also Fax/Phone/Copier Units)			2009	650	New Item/Leasehold Improvement

Special Assets (laser discs, game cartridges, video games, DVD, title plants, billboards and poster)

LEASEHOLD/TENANT IMPROVEMENTS				
Parcel Number				
Category	Year Acquired	Original Cost	Revised Original Cost	Change Reason
Leasehold Improvements	2009	1,750		New Item/Leasehold Improvement

LEASED PROPERTY			
Lease Number	Description	Selling Price	Company Name
876543	sewing machine	2,750	We've Got It All

☒ Verify

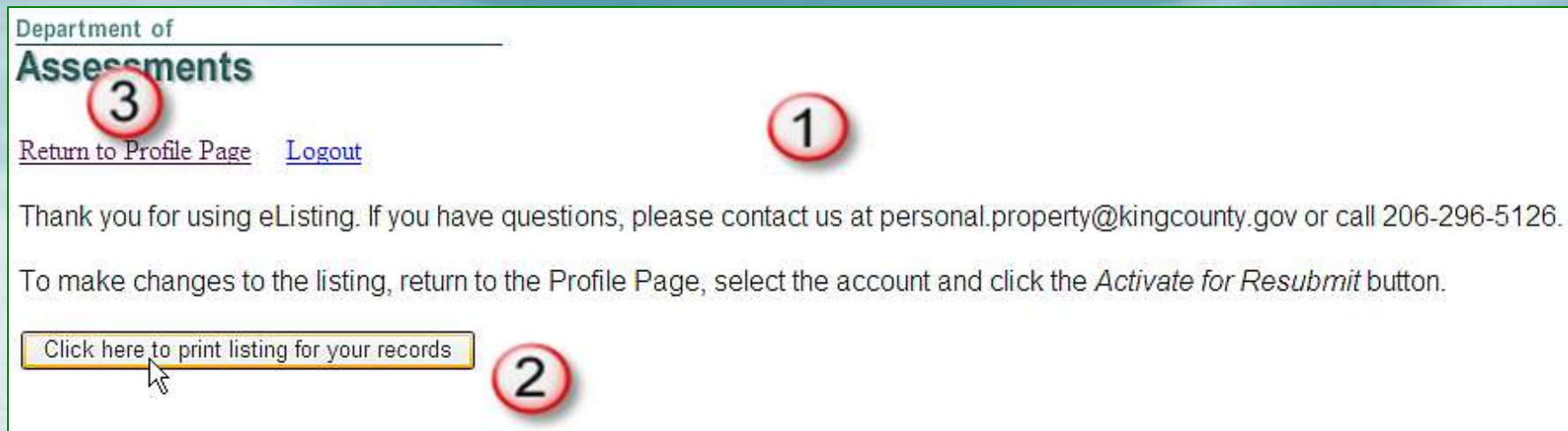
NOTE: Filing is not complete until this checkbox is checked and Finish button is clicked.

Previous

Finish

1. Carefully go through each section of your account and verify that the information is complete and accurate.
2. When you're ready to submit the completed listing, check the **Verify** box and then...
3. Click the Finish button.

Confirmation



1. Congratulations! This page confirms that you've successfully submitted your Personal Property Listing.
2. Always remember to print a copy of your listing for your records. Click here to print.
3. If it is necessary to reactivate your account to make any changes after submittal, return to the Profile Page by clicking the [Return to Profile Page](#) link.

Reactivation of an Account After Submittal

eListing User Account Profile

You are logged into King County eListing as janesmith. [Logout](#)

[Return to eListing Home Page](#)

[Add Account Access](#) [Update My Contact Info](#) [Change My Password](#) [Update/Add Users](#)

You have access to the following personal property accounts. Click on the account you wish to view.

Account Number	Account Name	Date Filed	Assessment Year	Link To Assessment Page
19561729	SMALLTOWN CLEANERS	Jan 5 2010 11:45AM	2010	
19571728	SMALLTOWN VIDEOS		2010	

Department of
Assessments

Personal Property Listing

You are logged into King County eListing as janesmith. [Logout](#)

[Return to eListing User Account Profile Page](#) [Listing Data Dictionary](#)

[Display Print Version](#) [Activate for Resubmit](#)

You are filing for the 2010 assessment year.

Account Number: 19561729
Status: Taxpayer Filed Online Date: 1/5/2010 11:45:00 AM
Account was submitted on 1/5/2010 11:45:00 AM

Verify

Please review your changes below. You can navigate to the sections that need change by using the left side bar. You may submit your listing to the Assessor's office for processing by checking the Verify checkbox and clicking on the finish button at the bottom of this page.

ACCOUNT INFORMATION	
Taxpayer Name	SMALLTOWN CLEANERS
Business Name	SMALLTOWN CLEANERS
Physical Location	1000 1ST ST SEATTLE WA

1. Click the account number that you wish to reactivate.
2. In the account itself, you'll notice that the information is grayed out. This indicates that you have already submitted a current year listing and the account is "read only" unless reactivated.
3. To make changes in the listing, click the Activate for Resubmit button. The account information will appear normal again and any needed changes may be made prior to resubmitting.



Thank you
for using eListing!